

Records
FILED*Microfilming*C O P Y**RETURN TO****SECOND SERVICES DIVISION
GENERAL SERVICES OFFICE**

15 December 1953

Archivist of the United States
 National Archives
 Washington 25, D. C.

Attention: Mr. Herbert E. Angel

Dear Mr. Grover:

There is forwarded herewith Schedule C of the Microfilm Survey of the General Services Administration distributed with a GSA form letter which refers to Circular No. 68. The request for this report was first called to the attention of this Office in a telephone conversation on 18 November 1953 between [redacted] of the Central Intelligence Agency and Mr. Angel of the General Services Administration. The required forms to be used in making the report were received on 24 November 1953.

We have completed Schedule C, as it complements earlier reports made on similar machine equipment. However, with respect to the balance of the information requested by your letter, certain aspects are necessarily highly classified.

If, however, Mr. Angel will submit the Personal History Statement in accordance with our earlier discussions, we will be glad to review the Records Management Program now in effect in this Agency, including the use of microfilm.

Sincerely yours,

/s/

Lawrence R. Houston
 Acting Deputy Director

Encl - Schedule C
 GSO:MIM
 Retyped: A-DD/A:LRH:jeb
 cc: GSO (2)
 A-DD/A (2)
 Admin Files

*did not allow
 for our copy.*

STAT